NORTH CAROLINA STATE BAR
DEPARTMENT OF INFORMATION TECHNOLOGY & TELECOM

Electronic Document Distribution System
https://www.ncbar.gov/edds

Electronic Document Distribution System

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Support Options

About Support Options:
You can find frequently asked questions for using this product online at https://www.ncbar.com/edds. If you still need help, you can also obtain technical assistance by the following methods.

Usernames and Passwords:
Please call (919) 828-4620 and ask for the appropriate department, e.g., Grievance subcommittee members would call and ask for a Grievance support staff.

How to Recover Your Password Online:
If your email address is on file in EDDS, you can have the system send you your username and password. Click the **Forgot Password** link on the login page.

Website Technical Issues:
Contact the North Carolina State Bar Department of Information Technology & Telecom by emailing **edds@ncbar.gov**.

Service and Support Offices:
North Carolina State Bar, PO Box 25908, Raleigh, NC 27611
https://www.ncbar.gov/edds

Please Note:
Our technical support relates only to the functionality of the system. We can't troubleshoot other computer issues, or provide onsite support.

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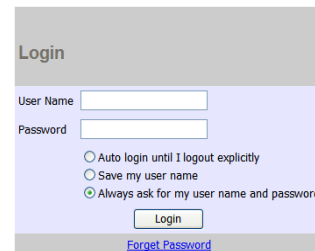
What are My Username and Password?
A username and password is used to access the system so the information is kept secure. You will receive a username and password when you are granted access to the system. This can be delivered by mail, hand or email.

Login

User Name [   ]

Password [   ]

○ Auto login until I logout explicitly
○ Save my user name
◉ Always ask for my user name and password

[Login]

Forget Password

Example of the user login screen

Welcome!

User Guide to North Carolina State Bar
Electronic Document Distribution System

SSL

Printing EDDS Documents

About Printing:
Once the file is opened in Adobe Acrobat Reader, you can print the document. You can print the entire document, certain pages of the document or specific chapters of the document.

**Printing the Entire Document:**
To print the entire document, click the printer icon or select File > Print. A print dialog box will appear. Click **OK**, making sure the *all* option is selected in *page range*.

Printing Selected Pages:
To print selected pages of a document, click the printer icon or select File > Print. A print dialog box will appear. Click the **pages** option and enter the pages you would like printed.

Printing Selected Chapters:
A PDF can be divided into chapters to allow easy viewing and printing. Chapters appear in the left viewing pane. To print a chapter, right click on the chapter you want to print, and click **Print**.
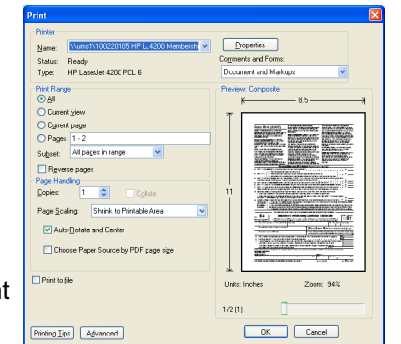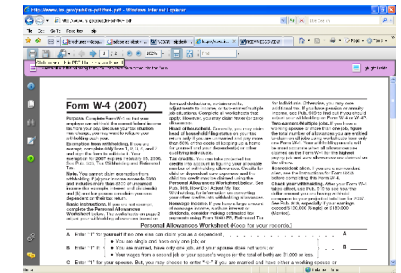
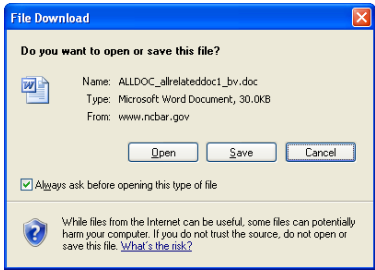Electronic Document Distribution System

Saving an EDDS Document

Why Save an EDDS Document?
Saving a document from EDDS will allow you to view it later. Once a document is saved, it can be viewed without Internet access.

To Save an EDDS Document:
After clicking the title of the EDDS document you want to access, you will be prompted to open or save the file.

Click **save** to save the file to your computer or laptop. Be sure to note where you save it, so you can open it later.

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What You Will Need

System Requirements:
A computer running Microsoft Windows or MAC operating system.

Internet Connection:
A connection to the Internet is required to view and save records stored in EDDS. A high speed Internet connection, such as cable or DSL, is preferred.

Software Prerequisites:
Adobe Acrobat Reader ™ for viewing records stored in EDDS. Adobe Acrobat Reader opens documents that are stored in the Portable Document Format (PDF).

Downloading Adobe Acrobat Reader:

Go to: http://www.adobe.com and click

To download the Adobe Reader product.

Electronic Document Distribution System

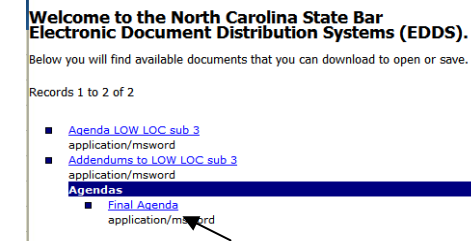**NORTH CAROLINA STATE BAR INFORMATION TECHNOLOGY & TELECOM**

Viewing an EDDS Document:

To View an EDDS Document:
Once logged into EDDS, you will see a list of documents that you can access.

Click on the title of the document you want to access.

You will be prompted to open or save the document. To view, click **open**, and the document will open in Adobe Acrobat Reader.

Electronic Document Distribution System

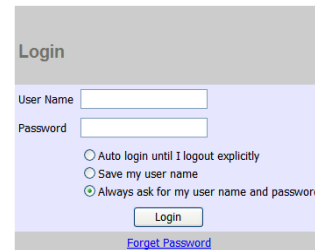**NORTH CAROLINA STATE BAR INFORMATION TECHNOLOGY & TELECOM**

Accessing EDDS

To Access EDDS You Will Need to:
In your Web browser software such as Internet Explorer, type:

https://www.ncbar.gov/edds

You will see the following login screen:

Login	
User Name	[_____]
Password	[_____]
	○ Auto login until I logout explicitly
	○ Save my user name
	⦿ Always ask for my user name and password
	[Login]
	Forget Password

You will elect one of the following three options:

Option 1:
Auto login until I logout explicitly

This option will log you into the system every time without having to reenter your login and password. Use only on your own personal or office computer.

Option 2:
Save my username

The username will show, but a password will have to be entered every time.

Option 3:
Always ask for my username and password

You will always have to enter your username and password on this computer.

Usernames and Passwords:
Because the system is secure, you will need a username and password. If you do not know your username or password, please see section titled "usernames and passwords."

Electronic Document Distribution System

About EDDS

About Electronic Document Distribution System:
Electronic Document Distribution System (EDDS) is a software Web application that allows users with usernames and passwords to securely access documents via the Internet.

Storing and distributing documents electronically saves thousands of dollars in annual mailing and production costs, offers greater security, and is more environmentally friendly compared to paper delivery.

EDDS also enables users to save documents to their personal computers or laptops, for quick access on the go.
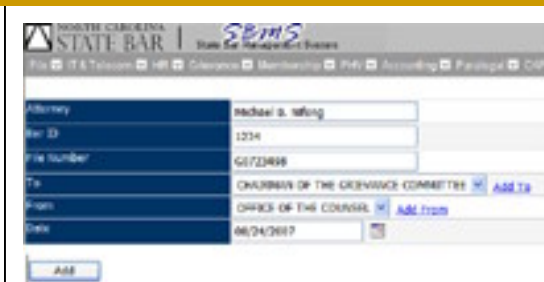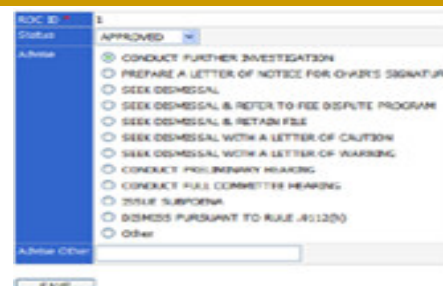
Electronic Document Distribution System

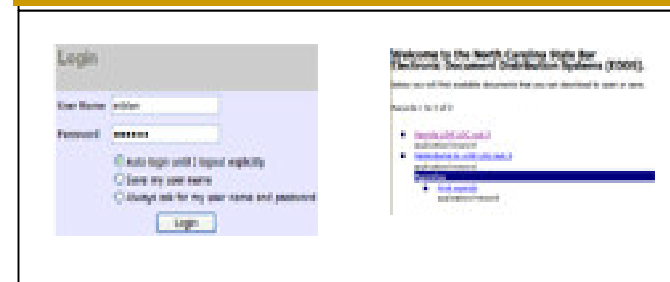# The EDDS Process

Step 1: PDF Added to EDDS

A PDF is added to EDDS. NCSB staff completes this process.

Step 2: Electronic Approval

Option to approve documents electronically. Once approved, the document is ready for viewing.

(electronic approval is not requested on all documents)

Step 3: View Documents

After approval, the document is available for viewing, saving or printing.